



TENNESSEE CLERKS OF COURT ANNUAL MEETING

SEPTEMBER 14-16, 2010
MONTGOMERY BELL STATE PARK

**Brought to you by the AOC and your 2009-2010
Board of Directors
Ron Swafford, President**

CONFERENCE INFORMATION

The fall Clerks of Court Conference Annual Meeting is scheduled for September 14-16, 2010, at Montgomery Bell State Park. **Please return the attached registration form no later than Friday, August 13, 2010.** If you are unable to meet this deadline, please contact Wendy Borthwick in order to make other arrangements.

REGISTRATION

For your convenience, you may fax the completed form to (615) 532-9818 or (615) 741-6285, ATTN: Wendy Borthwick or e-mail to wendy.borthwick@tncourts.gov. You may also register online at www.tncourts.gov.

Please keep in mind that the annual meeting is for appointed and elected officials only.

Once you have registered for the conference you should receive a confirmation memo. This usually takes one to two weeks. If you do not receive a confirmation, please contact the AOC to ensure your registration was received.

ROOM RESERVATIONS

The AOC will make room reservations at the Park Inn. Approved nights of stay are Tuesday, September 14 and Wednesday, September 15, 2010. Check-in is at 4:00 p.m. and check-out is 11:00 a.m. (all times are CST). As of October 1, 2007, all rooms are non-smoking. Accommodations are available on a first-come, first-served basis. **Please return the attached registration form no later than Friday, August 13, 2010.**

PLEASE NOTE: All attendees are responsible for paying their incidental charges upon their departure. If you decide to cancel, you must notify Wendy Borthwick 72 hours in advance of your scheduled arrival date or you will be billed for one night's stay.

VILLA (CABIN) REQUESTS

Two villas are available this year. The villas have 2 bedrooms, 2 baths and a full kitchen with a dishwasher, microwave, full refrigerator, toaster and coffee maker. One bedroom has 2 queen beds and the master bedroom has a king size bed. The great room has a queen sofa sleeper. Both bedrooms and great room have a flat screen TV. Each has a large covered patio with an outdoor fireplace and gas grill. To request a villa there must be at least three occupants. Please make sure to check with everyone in your group to make sure they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note the villas are available on a first-come, first-served basis and must have at least three (3) persons staying in the villa. You must know the names of the persons staying in your room at the time your registration is submitted.

SUITE REQUESTS

Two suites are available this year. A suite consists of one king bed, two queen beds and two bathrooms with a parlor room in-between. The suite must have at least three occupants. Please make sure you check with everyone in your group to make sure they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note that the suites are available on a first-come, first-served basis and must have at least three (3) persons staying in the suite. You must know the names of the persons staying in your room at the time your registration is submitted.

If you require an accommodation and/or have special needs because of a qualified disability, have questions, or need additional information, please contact Wendy Borthwick at (615) 741-2687.

MEALS/PER DIEM

The restaurant at Montgomery Bell is part of the Inn and Conference Center. The restaurant seats up to 190 people and has a picturesque view of Lake Acorn. The hours of operation are:

Breakfast: 7:00 a.m. – 10:00 a.m.
Lunch: 11:00 a.m. – 2:00 p.m.
Dinner: 5:00 p.m. – 8:00 p.m.

A meal sign-in sheet will be provided at the Park Inn Restaurant. If you do not eat at the Park Inn Restaurant, we will reimburse you for meals according to the Travel Policies and Guidelines for Clerks of Court. Per diem for this county is listed below.

Breakfast	Lunch	Dinner	Incidentals	Full Day	75% Rate
\$7.00	\$11.00	\$23.00	\$5.00	\$46.00	\$34.50

PLEASE NOTE: If you commute daily to the seminar, you are only eligible for reimbursement of mileage. Anyone living within 50 miles of the seminar location who wishes to stay overnight must be granted permission to do so or pay the sleeping room expense themselves.

POTLUCK SOCIAL: BREAD & SALAD

A Potluck Social will be held on Tuesday, September 14, 2010. The Potluck Social will begin at 5:30 p.m. at the Swim Pavilion Area. **If you would like to participate, please bring your favorite bread or salad as well as the recipe. Prizes will be given for the tastiest items.** Parking is available near the Pavilion.

FISH FRY & DANCE

The Fish Fry will be held on Wednesday, September 15, 2010. The Fish Fry will begin at 5:30 p.m. at the Swim Pavilion Area. **If you would like to attend, please check the box on the registration form.** Parking is available near the Pavilion.

Following the Fish Fry, there will be a Clerk's Dance to be held at the Park Inn beginning at 8:00 p.m. Terry Hudson will be our D.J.

COMMITTEE MEETINGS

If you are a committee chair and wish to schedule a meeting during the seminar, please contact Wendy Borthwick at (615) 741-2687 to make arrangements. **All requests for meetings must be finalized by Friday, August 13, 2010.** **It will be your responsibility to notify your committee members of the pending meeting.**

Current Committee Meetings Schedule

Tuesday, September 14, 2010

Awards Committee Meeting

Co-Chairs: Kenneth Todd & Janice Jones

Time: 4:30 p.m.

Nominating Committee Meeting

Chair: Tommy Higdon

Time: 4:30 p.m.

TJISAC/TnCIS Committee Meeting

Chair: T.J. Jones

Time: 7:00 p.m.

Wednesday, September 15, 2010

Board of Directors Lunch Meeting

Time: 11:45 a.m. – 1:15 p.m.

CEU PROGRAM

This year's seminar will offer approximately 7.00 hours of recertification CEU credit. An updated agenda will be sent to you as the conference date approaches.

TENTATIVE CONFERENCE AGENDA

Tennessee Clerks of Court, September 14-16, 2010
Montgomery Bell State Park

Track 1	Chancery
Track 2	Circuit and Juvenile
Track 3	Criminal and General Sessions

		Tuesday, September 14, 2010		
1:00 pm - 5:00 pm		Registration		
4:30 pm - 5:30 pm		Awards Committee Meeting		
4:30 pm - 5:30 pm		Nominating Committee Meeting		
5:30 pm - 6:30 pm		Potluck Social: Bread and Salad		
7:00 pm - 8:00 pm		TJISAC/TnCIS Committee Meeting		
		Wednesday, September 15, 2010		
8:45 am - 9:00 am		Vendor Information		
9:00 am - 9:15 am		Opening Remarks Ron Swafford, President, Clerks of Court Conference Libby Sykes, Director, AOC		
9:15 am - 10:15 am		Working Together: How to Encourage Teamwork and Collegiality at the Office and The Generational Gap, Working with Different Generations		
10:15 am - 10:30 am		Break		
10:30 am - 10:45 am		Vendor Information		
10:45 am - 11:45 am		Clerks Duties in Regards to Access to Justice: How can Clerks assist pro se litigants? (Review of Standardized Forms)		
11:45 am - 1:15 pm		Board of Directors Luncheon		
1:15 pm - 2:15 pm	Exhibits Open	Chancery Open Forum Potential Topics for Discussion: -Probate -Special Commissioners -Delinquent Taxes -Conservatorships -Guardianships	Circuit and Juvenile Open Forum Potential Topics for Discussion: -Juvenile Case Management System	Criminal and General Sessions Open Forum Potential Topics for Discussion: -E-Citations
And				
2:30 pm - 3:30 pm				
3:30 pm - 3:45 pm		Break		
3:45 pm - 4:00 pm		Vendor Information		
4:00 pm - 4:45 pm		IRS Tax Forms 1099's/Partition Sales/Tax Reporting Responsibilities		

		Wednesday, September 15, 2010 Continued...
5:30 pm - 7:00 pm		Fish Fry Swim Pavilion
8:00 pm - 12:00 am		Dance
		Thursday, September 16, 2010
9:00 am - 10:00 am		The Legislature: How a Bill Becomes Law, How to Track a Bill
10:00 am - 10:15 am		Break
10:15 am - 11:00 am		Overview of the Ignition Interlock Bill
11:00 am - 11:30 am		Legislative Update & Discussion Regarding Future Legislation that May Affect the Clerks
		Adjournment